

# Utah Special Education Program Improvement Planning System (UPIPS)

Class of 2007-2008

Timelines

YEAR 1

## Self-Assessment and Development of Program Improvement Plan and Corrective Action Plan

2007		2008		
June-August	September-December	January-February	March-April	May-June
<ul style="list-style-type: none"> <li>Receive UPIPs training and materials from USOE.</li> <li>Coordinate with the USOE to determine need for mandatory professional development and establish fall training schedule.</li> <li>Convene Stakeholder Steering Committee and establish sub-committees.</li> <li>Develop agenda and set dates for Stakeholder Steering Committee meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Establish self-assessment timeline.</li> <li>Review LEA data profile and determine additional data needed.</li> <li>Collect off-site data.</li> <li>Examine data and collect additional data.</li> <li>Determine the process and dates for file reviews, interviews, surveys, and other needed data.</li> <li>Begin data collection of needed on-site data.</li> <li>Submit compiled off-site data to the USOE by <b>December 1, 2007</b>.</li> </ul>	<ul style="list-style-type: none"> <li>Continue collection of on-site data.</li> <li>Sp. Ed. Director monitors progress of subcommittees.</li> </ul> <div>USOE to send off-site data analysis back to LEA.</div>	<ul style="list-style-type: none"> <li>Analyze all data collected from interviews, student file reviews, off-site data analysis, and other data sources.</li> <li>Presentation of data analysis to Stakeholder Steering Committee.</li> <li>Identify Program Improvement Goals and areas of non-compliance.</li> <li>Write Corrective Action Plan for areas of non-compliance.</li> </ul>	<ul style="list-style-type: none"> <li>Complete Self-Assessment Report.</li> <li>Submit Self-Assessment Report and Request for Reimbursement to the USOE by <b>June 30, 2008</b>.</li> </ul>